

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div> <div>--- Open Until Filled (OUF) ---</div>		広報番号 : Announcement No.	MWR-HPT-11-06 (OUF)
		募集締切日: Closing Date	1 st Cut Off: 17 Nov 05 Every 2 weeks until filled after the 1 st cut off
		発行日: Date of Issue	4 Nov 05
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>N/A</u>) Sales Checker #241 (セールス・チェッカー) <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment 2 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander Fleet Activities, Yokosuka Moral Welfare Recreation Department, Club Operations Division, Club Alliance (クラブ アライアンス) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> IHA (HPT 時給制従業員) 時給 ¥950～	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days a week 勤務時間 Work Hours 8 hours between 0800-0130 hours (0800-0130 の間で 1 日 8 時間勤務) 休憩 Recess Period 1 hour/day (1 日 1 時間) <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, receives cash from customer and makes change. Collects and issues money bags, cash funds, and sub-custody receipts from Sales Associates/Cashiers. Prepares Daily Activity Reports. Cashes personal checks, government checks, traveler's checks, and money orders for authorized patrons, assuring that proper identification is provided. Performs other related or incidental duties as assigned			
7.資格要件 / 身体条件 Qualification/Physical Requirements a. One year of general work experience. If applicant does not have such work experience, completion of 2-years junior college/2-years of technical school or 4-year degree in any field. b. Knowledge of customer service concepts and practices. c. Knowledge of Japanese and U.S. currencies, government checks, traveler's checks and money orders. d. Ability to operate a cash register, count cash and accurately make change. e. Ability to make mathematical computations and operate a 10 key calculator. f. Ability to prepare and maintain detailed records such as sales records, etc. g. Ability to speak, read and write English at elementary proficiency level. (LAD-1) *A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A 免許証 / 修了証 License/Certificate Required : N/A			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらも Either <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		Works irregular Schedule.
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署 / 担当者 Office CFAY MWR 人事課 Personnel (C 6045) 担当 横田 / 下瀬 Ms YOKOTA / Ms SHIMOSE ☎046-816-3201 (DSN 243-3201) 受付時間 0900-1600	〒238-0001 神奈川県横須賀市泊町 1 番地、Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO, MLC/IHA Employment Office (Code N132) ☎046-816-8152 (内線/Extension) 243-8152	PD No.:CFAY-623-022-PT PD is accurate and current. Certified by Activity: ky HRO: ah 11/3

募集要項を満たしていない場合、選考の対象になりません。
Incomplete applications will not be processed.
提出された応募書類はお返ししません。
Submitted applications will not be returned.

HPT - Hourly Pay Temporary (日本政府雇用・時給制臨時雇用従業員)
契約期間 - 1 年を超えない期間 (その後更新の可能性あり)
交通費及び社会保険の保証はありますが、他の手当てなどの支給はありません。
勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。